



UK Health  
Security  
Agency

# Childhood influenza vaccination programme data collection tool 2022 to 2023

User guide for local NHS England teams and vaccine data providers

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# 1. Introduction

The following document outlines the use of the 2022 to 2023 childhood influenza vaccination programme data collection tools (DCTs) for immunisation teams, and how this data can be used to populate ImmForm data collection. The ImmForm data collection requires cumulative data on a monthly basis collected on the total number of children vaccinated against influenza between 1 September 2022 and 31 January 2023 (inclusive) by individual year group, for each Local Education Authority (LEA).

The aim of the DCTs are to help data providers collate the data at school and local authority level. The tool has been modified from last year's influenza season (2021 to 2022) to reflect the 2022 to 2023 influenza season ImmForm data collection requirements. A school's summary tool tab has also been added, which allows users to view a breakdown of uptake in individual schools.

The tools can be used in schools by school nursing services and other immunisation delivery teams, to monitor vaccination delivery and to assist with the collection of vaccine uptake data for this programme. These DCTs are not mandatory.

The DCTs are excel-based tools designed to facilitate data capture at the individual level. Its use is not mandatory, but highly recommended for efficient data collection and management.

## Childhood influenza programme background

Following the recommendations of the [Joint Committee on Vaccination and Immunisation \(JCVI\) in 2012](#), the Department of Health and Social Care (DHSC), in partnership with UK Health Security Agency (UKHSA) and NHS England, began the phased roll-out of the national influenza vaccination programme to ultimately cover all 2 to 16-year-olds (inclusive) in the UK. This programme uses the licensed live attenuated influenza vaccine (LAIV), and the programme expands by year to ultimately target children ages 2 to 17 years of age, with the aim of providing direct protection for those immunised as well as indirectly protecting the remaining population by reducing transmission.

### 2022 to 2023

During the 2022 to 2023 season, secondary school children will be offered vaccination as far as it is possible to do so, with primary schools and lower years (Year 7 to Year 9) prioritised, and older ages offered vaccination once an offer has been made to younger children and subject to vaccine availability. This will be commissioned via the school age service specification. The mode of vaccination will remain primarily through school delivery, with eligible children in the

Isles of Scilly and all children aged 2 and 3 years offered the vaccine in GP practices. The ImmForm web platform operated by UKHSA will be the main tool for capturing vaccine uptake data at school and local authority level.

For more detailed information on the roll out of the universal childhood influenza vaccination programme by year since 2013 to 2014, please see [Annex C](#).

## Eligible population

In the 2022 to 2023 season, the target population for the national school age childhood influenza vaccination programme is defined as all children in Reception (aged 4 rising to 5 years) to Year 11 (aged 15 rising to 16 years), born between 1 September 2006 and 31 August 2018, as defined by the child's age on the 31 August 2022 ([Table 1](#)).

**Table 1. School year group cohort definitions for the 2022 to 2023 influenza season**

Academic year Group	Age range on 31 August 2022	Born from Date	Born to Date
Reception	Aged 4 to 5 years	1 September 2017	31 August 2018
Year 1	Aged 5 to 6 years	1 September 2016	31 August 2017
Year 2	Aged 6 to 7 years	1 September 2015	31 August 2016
Year 3	Aged 7 to 8 years	1 September 2014	31 August 2015
Year 4	Aged 8 to 9 years	1 September 2013	31 August 2014
Year 5	Aged 9 to 10 years	1 September 2012	31 August 2013
Year 6	Aged 10 to 11 years	1 September 2011	31 August 2012
Year 7	Aged 11 to 12 years	1 September 2010	31 August 2011
Year 8	Aged 12 to 13 years	1 September 2009	31 August 2010
Year 9	Aged 13 to 14 years	1 September 2008	31 August 2009
Year 10	Aged 14 to 15 years	1 September 2007	31 August 2008
Year 11	Aged 15 to 16 years	1 September 2006	31 August 2007

Please note that we only record whether a child has had an influenza vaccination rather than the number of doses a child had. Although it is important to accurately record these doses within a child's clinical record, we do not need this information for the ImmForm returns. Children in clinical risk groups aged 2 to under 10 years who have not received the influenza vaccine before should receive a second dose of vaccine at least 4 weeks after the first dose. However, for surveillance purposes, only a single dose of the vaccine is required to represent a vaccination event and thus this vaccinated child is only counted once in the numerator in the data collection tool and on ImmForm.

## 2. The data collection tools

There are 2 DCTs at school-level, and child-level. The school-level tool is provided to those who want the option to record at the school-level. The child-level tool is provided to give those who want the option to record data at the individual child-level. The tools are designed to be completed by local vaccination delivery teams or providers, such as school nursing services and visiting immunisation teams.

All tools can be collated at local authority level data and then submitted to ImmForm for the monthly return. However, these DCTs are not mandatory.

Within the tools, we collect the setting of the vaccination event, and although most children will be vaccinated via the commissioned local delivery model, some school age children may be vaccinated in other healthcare settings, such as by their registered GP or in a pharmacy. Most of the time, the children offered the influenza vaccine in non-school settings are at-risk children that have been requested by or referred to their GP to receive vaccination. Cumulative data on the total number of children vaccinated include these children that are vaccinated outside of the commissioned local delivery model. Healthy children from Reception through to school Year 11 who are not in a clinical risk group should not be offered vaccination by their GP or in pharmacy unless the local vaccination programme is being delivered through a GP or pharmacy delivery model or designated GP practices and other locally commissioned to vaccinate these children for mop-up clinics. To get the most complete vaccine uptake data possible, we are interested not only in vaccinations given by school providers directly, but also children that have indicated that they were vaccinated in other settings.

The tools include [pre-filled denominators](#) that are based on the school-rolls from January 2022. The number of students in each local authority is used to predict the denominators for the following year, that is, the number of students in reception in January 2022 will be used to predict the number of students in Year 1 starting September 2022. Since the reception cohort cannot be based on an earlier age cohort, we have used the reception figures from the January 2022 national statistics for the reception cohort as well as for the Year 1 cohort. This provides us with a suitable estimate of cohort size but please be aware that these numbers will most likely be different to the number of students in reception and you will have to correct them.

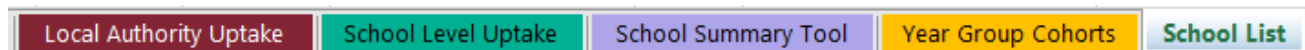
School Year 7 also cannot be based on an earlier age cohort, as this is not possible for secondary schools, as such we have used Year 7 figures from the January 2022 national statistics for the Year 7 cohort. This provides us with a suitable estimate of cohort size but please be aware that these numbers will most likely be different to the number of students in Year 7 and you will have to correct them.

## The school-level data collection tool

The school-level tool can be used to enter total school-level data by each age cohort (such as total number of children vaccinated at a specific school by each year group). It is recommended to use this tool when the child-level data has already been collected by data providers, or when child-level data is not available.

The school-level collection tool is set up almost identically to the child-level collection, the only difference being that it does not contain the 'child-level data' sheet. This tool can be used to collect school-level information from all schools within an area. Data are aggregated to provide total uptake figures by year group which can be entered into ImmForm.

The tool consists of 5 sheets.



1. 'Local Authority Uptake' contains a table that will automatically summarise eligible population and vaccine uptake data as it is in the 'School Level Uptake' sheet. The aggregate totals on this sheet can be used to populate ImmForm on a monthly basis.
2. 'School Level Uptake' is filled in by the immunisation teams. It contains a table to be filled out with school codes for each school year group (Reception to Year 11). School level information can be entered in the appropriate columns. Blue columns are mandatory, pink columns are optional and grey cells are automatically filled.
3. 'School Summary Tool' contains a table that will automatically summarise eligible population and vaccine uptake data for a school as it is in the 'School Level Uptake' sheet. To summarise the data for a school, enter the school unique reference number (URN) into cell D6.
4. 'Year Group Cohorts' contains the cohort definitions for the current flu season, as broken down by school year groups.
5. 'School List' contains the full list of schools found on the GOV.UK website and can be used to reference a school's URN if unknown. URNs for a school can be found by searching for the relevant school name. This list has been downloaded from the [GOV.UK](https://www.gov.uk) website. If you cannot find the school URN in the list provided, you can search directly on the online database.

## Manual filling of the ‘School-Level Uptake’ sheet

1. Open the file named ‘Childhood Flu Vaccination Programme 202223\_Data Collection Tool School level’.
2. The first sheet ‘Local Authority Uptake’ contains a table with formulas (grey cells) which will automatically aggregate denominator and vaccination information entered in the ‘School Level Uptake’ sheet.
3. Into the ‘Local Authority Uptake’ sheet, manually enter the appropriate local authority name, the total number of schools that participated in the school delivery model and the total number of schools that refused to participate. The points of entry are shown by the red arrows in the image below.

Local Authority	<input type="text"/>	←
Total Number of PARTICIPATING schools for Local Authority	<input type="text"/>	←
Total number of REFUSED schools for Local Authority	<input type="text"/>	

School Year	Denominator				Vaccinations (cumulative no. of children vaccinated with influenza vaccine since 1 September 2022)															
	Total no. of eligible children in the LA geography (PROVISIONAL)	Total no. of eligible children in the LA geography (ACTUAL)	Diff	Total no. of eligible children offered vaccination in VISITED SCHOOLS ONLY	School				General Practice			Pharmacy/Other settings			Total					
					No. of children vaccinated with influenza vaccine	LAIV	IIV	% children in the LA geography vaccinated	% children vaccinated in schools	No. of children vaccinated with influenza vaccine	LAIV	IIV	%	No. of children vaccinated with influenza vaccine	LAIV	IIV	%	Total no. of children vaccinated with influenza vaccine	%	
0	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
1	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
2	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
3	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
4	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
5	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
6	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
7	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
8	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
9	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
10	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
11	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-
Total	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-	-

Grey cells are automatically calculated  
Optional Fields

4. Next click on the sheet named ‘School-Level Uptake’.
5. Please note that all headings highlighted in blue are mandatory data fields for the tool to work. If any of the blue fields are not entered, the data check in column A will state that the required information is incomplete. Headings highlighted in pink are optional data fields.
6. Enter the URNs in column B for all schools in the LEA that you will be vaccinating children in, repeat for each year group. Please note the following:
  - a. Due to formula protections, school-level data can only be filtered. If you would like schools to appear in alphabetical order, sort school names/URNs on a separate sheet before entering URNs in the school-level uptake sheet.
  - b. If not all the URNs within the selected local authority are entered, the ‘Total number of children in the LA geography (ACTUAL)’ will not reflect the ‘ACTUAL’ denominator as the tool will only add the denominators from the URNs entered in the tool. The URN number is required for the automated sections of the spreadsheet to be filled out correctly.
  - c. URNs for a school can be found on the sheet labelled ‘School List’ by searching for the relevant school name using the table filters.

- After entering all school URNs, press F9 or alternatively click on the 'Formulas' tab and press 'Calculate Now'.

For children educated out of school use URN **999999**

For children in an unknown school use URN **888888**

For schools that have been excluded or chose not to offer a school delivery programme please use URN **777777**

Note: please ensure that you refresh the spreadsheet formulas if you make any changes by clicking F9.

Grey cells are automatically calculated

Optional Fields

Mandatory Fields

	Session Information			Denominator		
Data Check: If "incomplete" please ensure all required fields are completed.	School URN required	School Name	School Year required	Denominator (Provisional-pre-filled school roll figures)	Denominator (actual if different) required if different from column E	Difference if amended
Required data Incomplete	123456	Hollinswood Primary School	0	55		
Required data Incomplete	123456	Hollinswood Primary School	1	55		
Required data Incomplete	123456	Hollinswood Primary School	2	50		
Required data Incomplete	123456	Hollinswood Primary School	3	60		
Required data Incomplete	123456	Hollinswood Primary School	4	55		
Required data Incomplete	123456	Hollinswood Primary School	5	50		
Required data Incomplete	123456	Hollinswood Primary School	6	53		

- Where available, school names and provisional school denominators will automatically populate the grey cells of column C 'School Name' and E 'Denominator-Provisional pre-filled school roll'.

Note: Pre-filled denominators are based on the January 2022 school census and will need to be updated by providers with current school roll figures. In some cases, school names or pre-filled denominators may not be available. Please ensure you have entered the correct URN and supply the actual school roll ASAP. If the school's URN is not available, please contact UKHSA at [ChildFluVac@ukhsa.gov.uk](mailto:ChildFluVac@ukhsa.gov.uk)



9. Review the provisional pre-filled denominators and make amendments in the column F 'Denominator (actual)' with current school roll figures. Provisional pre-filled denominators for the Reception cohort will be the same as the school Year 1 cohort and will therefore need to be corrected. Provisional pre-filled denominators for school Year 7 will also need to be corrected.

Note: the 'actual denominator' must be greater than zero if the provisional denominator is not available (or zero) from the January 2022 school census.

10. For each age group enter the number of students that Consented, Refused, Refused but Previously vaccinated, and did not return a form.

Consents/Refusals/No Return			
Consented (school campaign)	Refused	Refused, but previously vaccinated	No Form Returned total
▼	▼	▼	▼

- a. The number 'consented (school campaign)' is the number of children that returned a consent form consenting to the vaccination. The number of children vaccinated cannot be greater than the number of children who consented.
  - b. The number 'refused' is the number of children that returned a consent form refusing the vaccine.
  - c. The number 'refused, but previously vaccinated' is the number of children that returned the form refusing the vaccine because they received this season's vaccine elsewhere. Please manually enter the number of children who were vaccinated at the GP practice, pharmacy or in another setting in columns P, T and X (Step 12).
  - d. 'No form returned total' is the number of children that did not return the consent form and consequently did not receive the influenza vaccine.
11. For each age cohort in each school, enter the cumulative number of children vaccinated in the school, in GP practices, in pharmacies and in other settings.

Vaccination Session (cumulative no. of children vaccinated with influenza vaccine since 1 September 2021)															
	School			General Practice			Pharmacy			Other settings					
No. of children vaccinated with influenza vaccine required	LAIV	IIV	%	No. of children vaccinated with influenza vaccine required	LAIV	IIV	%	No. of children vaccinated with influenza vaccine required	LAIV	IIV	%	No. of children vaccinated with influenza vaccine required	LAIV	IIV	%
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

The total number of children vaccinated in the school, GP practices, pharmacies and in other settings cannot exceed the denominator (eligible children for the influenza vaccination). If there are no children vaccinated in GP practices, pharmacies or in another setting please enter zero. If available, please indicate the breakdown of children who received the LAIV vaccine and the IIV vaccine.

The grey percentage (%) columns automatically calculate the total vaccine uptake for each row once the necessary blue columns have been filled in. (Note: Please ensure that you refresh the spreadsheet formulas if you make any changes by clicking F9).

Note: If the number of children vaccinated in school and/or GP practice, pharmacy and other settings is greater than the actual denominator (if different) or the provisional denominator (if the same) the school, GP practice, pharmacy and other settings fields will turn red and must be amended.

Note: If the number of children vaccinated in school is greater than the number of children who consented the field will turn orange and must be amended.

12. When possible, please enter cumulative information for the following sections (shown below) to help identify the reasons given for children not being vaccinated.

Cumulative no of children not immunised due to:													
Asthma (severe)	Egg Allergy	Another live vaccine given/due	Immuno – suppression (child)	Immuno – suppression (family)	Salicylate oral therapy	Previous allergic reaction to flu vaccine	Vaccine contents (porcine gelatine)	Child absent	Child unwell	Child refused	Intending to vac. child at GP	Asthma/Whe ezing on day	Other

13. Finally, if there are any comments please write them in the comments section.

## Automatic filling of the local authority uptake sheet

1. The ‘Local Authority Uptake’ sheet should now have automatically become filled in, based on the data inputted into the ‘School Level Uptake’ sheet.

Note: If this sheet has not synced, please click the ‘Formulas’ tab within the Excel toolbar and click ‘Calculate Now’. Alternatively press F9 for the same result.

## Automatic filling of the school summary tool sheet

1. To populate the school summary tool with a school's data, enter the school URN in cell D6 of the 'School Summary Tool' sheet.
  - a. URNs for a school can be found on the sheet labelled 'School List' by searching for the relevant school name using the table filters.

School URN	<input type="text"/>
School name (automatic)	Please enter school URN



2. The 'School Summary Tool' sheet should now have automatically become filled in, based on the data inputted into the 'School Level Uptake' sheet.

Note: If this sheet has not synced, please click the 'Formulas' tab within the Excel toolbar and click 'Calculate Now'. Alternatively press F9 for the same result.

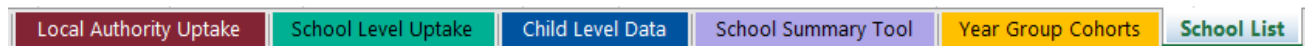
## The child-level data collection tool

The child-level tool can be used to enter child-level data on the day of the vaccine campaign. Entering child-level data into the data collection tool automatically generates the school and local authority level data. The school-level and local authority formatted data can be found on separate sheets. Outlined below is an overview of the process for collecting data using this tool, and how the data transposes onto ImmForm.

The child-level data collection tool is designed to facilitate collection of influenza vaccine uptake at the local level only. By collecting child-level data, the tool can aggregate data to school and local authority level data, with only the latter used for entry in the web-based ImmForm platform. The child-level data is not required by UKHSA or included in ImmForm. The child-level data collection tool is purely an option to aid data collection at the local level, its use is not mandatory.

Due to the child-level data collection, all local data providers processing individual level information are now expected to have put in place measures to comply with new data protection regulation, in force from May 2018. Screening and Immunisation teams responsible for the childhood influenza vaccine uptake data collection should, in partnership with schools, provide notices to inform parents as early as possible about the purpose of the data collection and what is being collected. Data providers (Screening and Immunisation teams) must also ensure there are safeguards in place for handling and storing data securely. Please consult a Data Protection Officer or Head of Information Governance in UKHSA (or similar role NHS England) for further information and support.

The childhood influenza vaccination data collection tool contains 6 sheets.



1. 'Local Authority Uptake' This sheet contains an automatically filled table that summarises the denominator and vaccination data that are manually entered into the 'Child Level Data' sheet. The aggregate totals on this sheet can be used to populate the monthly returns on ImmForm.
2. 'School Level Uptake' This sheet contains a table to be filled out with school codes for each year group, enabling it to aggregate data from the vaccination session entered into the 'Child Level Data' sheet.
3. 'Child Level Data' This sheet is for recording vaccinations of individual children. This includes sensitive data, such as the child's name and date of birth (DOB), along with data on consent status, contraindications, and adverse reactions to vaccination.
4. 'School Summary Tool' contains a table that will automatically summarise eligible population and vaccine uptake data for a school as it is in the 'Child Level Data' sheet. To summarise the data for a school, enter the school URN into cell D6.
5. 'Year Group Cohorts' This contains the cohort definitions for the current flu season, as broken down by school year groups.
6. 'School List' This sheet contains the full list of schools found on the GOV.UK website and can be used to reference a school's URN if unknown.

## Pre-filling the local authority level sheet

Open the file named 'Childhood Flu Vaccination Programme 202223\_Data Collection Tool Child level'.

The first sheet 'Local Authority Uptake' contains a table with formulas (grey cells) which will automatically aggregate denominator and vaccination information entered in the 'School Level Uptake' sheet.

1. Into the ‘Local Authority Uptake’ sheet, manually enter the appropriate LA name, the total number of schools that participated in the school delivery model and the total number of schools that refused to participate. The points of entry are shown by the red arrows in the image below.

Local Authority

Total Number of PARTICIPATING schools for Local Authority

Total number of REFUSED schools for Local Authority

School Year	Denominator				Vaccinations (cumulative no. of children vaccinated with influenza vaccine since 1 September 2022)														
	Total no. of eligible children in the LA geography (PROVISIONAL)	Total no. of eligible children in the LA geography (ACTUAL)	Diff	Total no. of eligible children offered vaccination in VISITED SCHOOLS ONLY	School			General Practice			Pharmacy/Other settings			Total					
					No. of children vaccinated with influenza vaccine	LAV	IV	% children in the LA geography vaccinated	% children vaccinated in schools	No. of children vaccinated with influenza vaccine	LAV	IV	%	No. of children vaccinated with influenza vaccine	LAV	IV	%	Total no. of children vaccinated with influenza vaccine	%
0	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
1	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
2	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
3	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
4	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
5	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
6	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
7	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
8	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
9	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
10	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
11	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
Total	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-

Grey cells are automatically calculated  
Optional Fields

### Pre-filling the school-level uptake sheet

1. Click on the sheet named ‘School Level Uptake’.
2. This sheet of the tool should be filled out by data providers with the school URN, school year, and actual denominators (that is, current school roll) to automatically aggregate child-level data entered on the day of vaccination.
3. Enter the complete URNs in column B for all schools in the LEA that you will be vaccinating children in for each year group.

Note: Due to formula protections, school-level data can only be filtered. If you would like schools to appear in alphabetical order, sort school names/URNs on a separate sheet before entering URNs in the school-level uptake sheet.

For children educated out of school use URN 999999

For children in an unknown school use URN 888888

For schools that have been excluded or chose not to offer a school delivery programme please use URN 777777

4. URNs for a school can be found on the sheet labelled ‘School List’ by searching for the relevant school name using the table filters.

	Session Information			Denominator		
Child Level Data Check: If "incomplete" please ensure all child level data for specified school is not missing values or contains errors as these children are currently NOT included.	School URN required	School Name	School Year required	Denominator (Provisional- pre-filled school roll)	Denominator (actual if different) required if different from column E	Difference
	123456	Hollinswood Primary School	0	50		
	123456	Hollinswood Primary School	1	50		
	123456	Hollinswood Primary School	2	52		
	123456	Hollinswood Primary School	3	53		
	123456	Hollinswood Primary School	4	52		
	123456	Hollinswood Primary School	5	52		
	123456	Hollinswood Primary School	6	60		

- Where available, school names and provisional school denominators will automatically populate the cells of column C 'School Name' and E 'Denominator-Provisional pre-filled school roll'.

Note: Pre-filled denominators are based on the January 2022 school census and will need to be updated by providers with current school roll figures. In some cases, school names or pre-filled denominators may not be available. Please ensure you have entered the correct URN and supply the actual school roll ASAP. If the school's URN is not available, please contact UKHSA at [ChildFluvac@ukhsa.gov.uk](mailto:ChildFluvac@ukhsa.gov.uk)

- Review the provisional pre-filled denominators and make amendments in the column F 'Denominator (actual)' with current school roll figures. Provisional pre-filled denominators for the Reception cohort will be the same as the school Year 1 cohort and will therefore need to be corrected. Provisional pre-filled denominators for school Year 7 will also need to be corrected.
- Please note that all headings highlighted in blue are mandatory data fields for the tool to work. If any of the blue fields are not entered, the data check in column A will state that the required information in Child Level Data is incomplete. Headings highlighted in pink are optional data fields. If the fields are appropriately entered in the Child Level Sheet, all the fields on the school-level sheet should be populated.

## Manually filling the child level sheet

1. Click on the sheet name 'Child Level Data'.
2. Individual level data is manually entered into this 'Child Level Data' sheet. URN, Child surname, school year, consent, vaccinated, location of vaccination and 'Child was not immunised due to' are all required fields to automatically populate the school-level uptake sheet.

Note: If a child's record is incomplete or contains errors, the record is not included in the aggregated school-level uptake.

3. Enter the school URN for the child being vaccinated, ensuring the code corresponds to the code listed previously on the school-level uptake sheet.

Note: if a child is not linked to a URN please use the following as a guide:

For children educated out of school use URN 999999

For children in an unknown school use URN 888888

For schools that have been excluded or chose not to offer a school delivery programme please use URN 777777

4. Enter the child's demographic information. Ensure all blue mandatory fields are filled and attempt to fill as many of the pink fields as possible.
5. Year group and gender are selected from the drop-down options. year group cohort definitions can be found on the tab titles 'year Group Cohorts'.

Note: It is presumed that all children within the academic year group will have their date of birth within the birth date ranges noted in the 'year Group Cohorts' tab. Some children might be outside of these date ranges, for example, if a child has been accelerated or held back a year. The standard protocol here is to immunise children based on their school year group, rather than age.

6. Please select from the drop-down options whether a parent has consented or refused the vaccination of their child.

Note: Children whose parents did not respond to requests for consent are considered non-responders and should not be recorded in this tool sheet. The non-responders count is

automatically generated in the 'No Form Returned total' column in the 'school-level uptake' sheet. It is calculated as follows: 'Denominator (actual or pre-filled)' – 'Consented' + 'Refused' + 'Refused, but previously vaccinated'.

7. Next, select from the drop-down options whether the child has been vaccinated with influenza vaccine (Yes or No), the type of vaccine administered (LAIV or IIV) and the location of vaccination (that is, school, pharmacy, GP practice or other settings). In the case where an adverse event occurred, record whether a yellow card was issued (Yes/No) and select the type of adverse reaction from the drop-down list.
8. Once you have finished entering child-level data for a vaccination session, press F9 on your keyboard or alternatively click on the 'Formulas' tab and press 'calculate now'.
9. Built in data validation rules will check required fields for completeness. Green rows indicate that the data is complete, red rows indicate one or more of the required fields is either missing information or contains errors. Any errors will be shown in Column W 'Data Validation'.

Data Validation	Comments
Please ensure all data is correct/complete <span style="color: red;">(automatically calculated)</span>	Additional Information
<b>Data Complete</b>	
<b>Missing: Child not immunised due to Error:</b>	

10. Please review missing information/errors and make the necessary amendments.

Note: Only data that shows up as complete (green) will be tallied in the school-level uptake sheet.

11. Click on the 'School Level Uptake' sheet. If the School URNs and school years have been entered as previously directed then child-level data will appear aggregated at school-level.
12. For your convenience, the column 'Child Level Data Check' will mark schools as 'incomplete' if there are child records that are either missing required information or contain errors.

Vaccine Session Information							
Consent Given?	Vaccinated? (1st dose only)	Vaccine Type (LAIV or IIV)	Batch Number	Batch Expiry Date	Location of vaccination (required if vaccinated)	Child was not immunised due to: (required if refused or consented and NOT vaccinated)	Ref
Refused	No						
						<div style="font-size: small;">                     Asthma (severe)                      Asthma/wheezing on day                      Child absent                      Child refused                      Child unwell                      Egg allergy                      Vaccine contents (porcine gelatine)                      Intending to take to GP                 </div>	



- Built in data validation rules will check aggregated data for inconsistencies. There may be several reasons why the data entered fails the validation check. A pop-up error message will indicate what the problem is.

Adverse Events			
Adverse Event (and NOT vaccinated)	Referred to GP	Adverse Reaction Details	Yellow Card Issued
Shortness of Breath/Asthma			
Reduced appetite			
Weakness			
Headache			
Fever			
Muscle aches			
Rash at vaccine site			
Rash elsewhere			

- Finally, ensure all school-level data is complete and error-free before submitting the local authority aggregate figures to ImmForm. The [user guide](#) explains how to upload data onto ImmForm.

**Example error:** No. of children vaccinated in school, pharmacy and GP > Denominator


The red cells highlighted in the below image help explain the above example error. In this example, the actual denominator figure (2) for year group 1 is incorrect. The denominator should be higher than the total number of children recorded in the child-level tab as vaccinated (5). Therefore, this figure needs to be corrected.

Denominator			Consents/Refusals/No Return				No. of children vaccinated with influenza vaccine
Denominator (Provisional-pre-filled school roll)	Denominator (actual if different) required if different from column E	Difference	Consented	Refused	Refused, but previously vaccinated	No Form Returned total	
50	49	2%	5	0	1	43	4
50	2	2400%	5	1	1	-5	5
52	56	7%	5	1	1	49	4
53			5	0	1	47	5
52	54	4%	6	2	0	46	6
52			6	1	0	45	6
50			7	0	0	53	6

## Automatic filling of the school summary tool sheet

1. To populate the school summary tool with a school's data, enter the school URN in cell D6 of the 'School Summary Tool' sheet.
  - a. URNs for a school can be found on the sheet labelled 'School List' by searching for the relevant school name using the table filters.

School URN	<input type="text"/>
School name (automatic)	Please enter school URN



2. The 'School Summary Tool' sheet should now have automatically become filled in, based on the data inputted into the 'Child Level Data sheet'.

Note: If this sheet has not synced, please click the 'Formulas' tab within the Excel toolbar and click 'Calculate Now'. Alternatively, press F9 for the same result.

### 3. Recording consent

There are 4 different scenarios that could occur when receiving consent information from children.

Scenario	Consent given?	Vaccinated?	Location of Vaccination	Reason for non-vaccination
1.	Consented	Yes	School	-
2.	Consented	No	-	Required
3.	Refused	Yes	GP practice /Pharmacy	-
4.	Refused	No	-	Required

1. If a parent consented vaccination and the child was vaccinated in the school, please indicate that the child has been vaccinated and select school as the location of vaccination.

Vaccine Session Information					
Consent Given?	Vaccinated? (1st dose only)	Vaccine Type (LAIV or IIV)	Batch Number	Batch Expiry Date	Location of vaccination (required if vaccinated)
Consented	Yes				
		School GP Pharmacy Other settings			

2. If a parent has previously consented but the child was not vaccinated on the day due to missing the session, feeling unwell or any other reason, please indicate why the child was not immunised.

Vaccine Session Information						
Consent Given?	Vaccinated? (1st dose only)	Vaccine Type (LAIV or IIV)	Batch Number	Batch Expiry Date	Location of vaccination (required if vaccinated)	Child was not immunised due to: (required if refused or consented and NOT vaccinated)
Consented	No					
						Asthma (severe) Asthma/wheezing on day Child absent Child refused Child unwell Egg allergy Vaccine contents (porcine gelatine) Intending to take to GP

3. If a consent form is returned refusing the vaccine due to the child already having had the vaccine at a GP practice, pharmacy, or another setting, please fill in the location in which the vaccination took place.

Note: On the 'School Level Uptake Sheet', the child will be counted in column J 'Refused, but previously vaccinated' and their vaccine status will be noted in column P 'General Practice' column T 'Pharmacy' or X 'Other settings' column depending on the location of vaccination selected.

4. If a parent or guardian has refused vaccination due to a contraindication, please select an option from the drop-down list as to why the child was not immunised. Where the drop-down options do not cover the reason for non-vaccination select 'Other'. Based on the advice published in the Green Book and indicate if the child will require a GP referral.

## 4. Contacts

### Childhood influenza vaccine programme queries

If you have any questions regarding the childhood influenza vaccination data collection tool that have not been addressed in the guidance, please email us at: [ChildFluVac@ukhsa.gov.uk](mailto:ChildFluVac@ukhsa.gov.uk)

Every attempt is made to respond to all queries received via this mailbox as quickly as possible. Please bear in mind that there is sometimes a large volume of calls and email queries received, particularly during the early weeks of the survey. As a result, there may be delays in responding to recipients.

## 5. Annexes

### Annex A: Child level data dictionary

Variable name	Data type	Description	Possible values
Vaccine Session Date	Date	Date of school vaccination session ( <i>if multiple visits provide first date</i> )	dd/mm/yy
School URN [Note 1]	String (integer)	Schools LEA registered URN	6 digit number (ex. 123456)
School Name	String	Schools LEA registered school name	Str(50)
Child Surname [Note 1]	String	Childs surname (last name)	Str(50)
Child First Name	String	Child first name (forename)	Str(50)
DOB (date of birth)	Date	Child's date of birth	dd/mm/yy
School year [Note 1]	Categorical	School year group cohort child is currently attending as defined in Table 1	0-6
Gender	Categorical	Child's sex (Male or Female)	M or F
NHS Number	Numeric	Child's registered NHS number	10 digit number (ex. 943-476-5919)
GP Name	String	Name of child's general practitioner	Str(50)
GP Practice	String	Child's GP practice code	6 digit number (ex.F81235)
Consent Given? [Note 1]	Categorical	Child's consent form status as returned to immunisation team indicating parental consent or refusal	Consented or Refused

Vaccinated? [Note 1]	Categorical	Child's vaccination status, for example, is child vaccinated with influenza vaccine?	Yes or No
Vaccine Type (LAIV/IIV)	Categorical	Type of vaccine administered to child, that is, Live attenuated intranasal influenza vaccine (LAIV) or Inactivated Intramuscular Influenza vaccine	LAIV or IIV
Bath Number	String	Vaccine batch number	Str(50)
Batch Expiry Date	Date	Vaccine expiry date	dd/mm/yy
Location of Vaccination [Note 1]	Categorical	Location of where child was vaccinated with influenza vaccine	School, Pharmacy, or GP
Child was not immunised due to: [Note 1]	Categorical	Reason child was not vaccinated by immunisation team on vaccine session date	Asthma (severe), Asthma/wheezing on day, Child absent, Child refused, Child unwell, Egg allergy, Vaccine contents (porcine gelatine), Intending to take to GP, Immunosuppression (child), Immunosuppression (family), Previous allergic reaction to influenza vaccine, Salicylate oral therapy, Another live vaccine given/due, Other
Referred to GP	Categorical	Child was referred to GP for vaccination or follow-up	Yes or No
Adverse Reaction Details	Categorical	Detail of child's reaction to vaccination with influenza vaccine in the event of an adverse reaction	Shortness of breath/asthma, Reduced appetite, Weakness, Headache, Fever, Muscle ache, Rash at vaccine site, Rash elsewhere, Anaphylaxis, Other
Yellow Card Issued	Categorical	Child yellow card status, for example, was a yellow card issued due to adverse reaction	Yes or No

Note 1. Required variables

## Annex B: Childhood influenza vaccination data collection tool schemas

### Data Collection Tool Local Authority summary page schema 2022 to 2023

Local Authority

Total Number of PARTICIPATING schools for Local Authority   
 Total number of REFUSED schools for Local Authority

School Year	Denominator				Vaccinations (cumulative no. of children vaccinated with influenza vaccine since 1 September 2022)														
	Total no. of eligible children in the LA geography (PROVISIONAL)	Total no. of eligible children in the LA geography (ACTUAL)	Diff	Total no. of eligible children offered vaccination in VISITED SCHOOLS ONLY	School					General Practice			Pharmacy/Other settings			Total			
					No. of children vaccinated with influenza vaccine	LAIV	IIV	% children in the LA geography vaccinated	% children vaccinated in schools	No. of children vaccinated with influenza vaccine	LAIV	IIV	%	No. of children vaccinated with influenza vaccine	LAIV	IIV	%	Total no. of children vaccinated with influenza vaccine	%
0	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
1	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
2	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
3	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
4	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
5	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
6	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
7	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
8	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
9	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
10	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
11	0	0	0	0	0	0	0	-	-	0	0	0	-	0	0	0	-	0	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>

Grey cells are automatically calculated

Optional Fields



### Data Collection Tool Organisation Level summary page schema

	Session Information			Denominator			Consents/Refusals/No Return				Vaccination Session (cumulative)								
	School URN <small>required</small>	School Name	School Year <small>required</small>	Denominator (Provisional-pre-filled school roll figures)	Denominator (actual if different) <small>required if different from column E</small>	Difference if amended	Consented (school campaign)	Refused	Refused, but previously vaccinated	No Form Returned total	School			No. of children vaccinated with influenza vaccine <small>required</small>					
<b>Data Check:</b> If "incomplete" please ensure all required fields are completed.																			
Total (cumulative no. of children vaccinated with influenza vaccine since 1 September 2019)							Cumulative no of children not immunised												
General Practice			Pharmacy			Other settings													
No. of children vaccinated with influenza vaccine <small>required</small>	LAIV	IIV	%	No. of children vaccinated with influenza vaccine <small>required</small>	LAIV	IIV	%	No. of children vaccinated with influenza vaccine <small>required</small>	LAIV	IIV	%	Asthma (severe)	Egg Allergy	Another live vaccine given/due	Immuno-suppression (child)	Immuno-suppression (family)	Salicylate oral therapy	Previous allergic reaction to flu vaccine	Vaccine contents (porcine gelatine)

Child not immunised due to:							Comments
Vaccine contents (porcine gelatine)	Child absent	Child unwell	Child refused	Intending to vac. child at GP	Asthma/Wheezing on day/2 days prior to session	Other	

### Data Collection Tool child-level data page schema

Grey cells are automatically calculated (DO NOT EDIT)

Required		Optional								
Session Information				Child Demographics						
Vaccine Session Date	School URN	School Name <i>(automatically calculated)</i>	Child Surname	Child First Name	DOB <i>(dd/mm/yyyy)</i>	School Year	Gender	NHS Number	GP Name	GP Practice
			<p><b>DROP DOWN MENU:</b> Child was not immunised due to ...</p> <ul style="list-style-type: none"> <li>Asthma (severe)</li> <li>Asthma/wheezing on day</li> <li>Child absent</li> <li>Child refused</li> <li>Child unwell</li> <li>Egg allergy</li> <li>Vaccine contents (porcine gelatine)</li> <li>Intending to take to GP</li> <li>Immunosuppression (child)</li> <li>Immunosuppression (family)</li> <li>Previous allergic reaction to flu vaccine</li> <li>Salicylate oral therapy</li> <li>Another live vaccine given/due</li> <li>Other</li> </ul>							
Vaccine Session Information						Adverse Events		Data Validation		
Vaccinated? <i>(1st dose only)</i>	Vaccine Type (LAIV or IIV)	Batch Number	Batch Expiry Date	Location of vaccination <i>(required if vaccinated)</i>	Child was not immunised due to: <i>(required if refused or consented and NOT vaccinated)</i>	Referred to GP	Adverse Reaction Details	Yellow Card Issued	Please ensure all data is correct/complete <i>(automatically calculated)</i>	

## Annex C: Timeline of childhood influenza programme roll out

### 2013 to 2014

The children's programme began in 2013 to 2014 with all 2 and 3-year-olds being offered vaccination with LAIV through general practice and a school pilot programme was rolled out in geographically distinct areas in England, targeting all primary school-age children (aged 4 to 10, rising to 11 years).

### 2014 to 2015

In 2014 to 2015, the national programme was extended to 4-year-olds through general practice in England. In addition, the school pilot programme was extended to a total of 14 pilot areas (including 6 pilots that participated in 2013 to 2014), targeting both primary school-age children (aged 4 to 10, rising to 11 years) and secondary school-age children (12 rising to 13 years).

### 2015 to 2016

In 2015 to 2016, the national programme was extended to include children of appropriate age in school Years 1 and 2. For most children, this was offered via a school-based programme, although in a few areas of England vaccinations were delivered through alternative schemes such as community pharmacies and general practices. The 2014 to 2015 pilot areas continued to offer vaccination to all primary school-age children (aged 5 to 10, rising to 11 years) in 2015 to 2016.

### 2016 to 2017

In 2016 to 2017, the national programme was extended to include children in school Year 3. Thus, LAIV vaccination was offered to all children in school years 1, 2 and 3. Most children were offered the influenza vaccine via a school-based programme. However, in a few areas' vaccinations were delivered through alternative schemes such as community pharmacies and general practice. Children aged 2, 3 and 4 years (but not 5 years or older) continued to be vaccinated by GPs. Vaccination continued to be offered to primary school-aged children (aged 5 to 10, rising to 11 years) in the areas that had participated previously as pilot areas in England.

### 2017 to 2018

In 2017 to 2018, the national programme was extended to include children in Reception (4 rising to 5 years), as well as children of Year 4 (aged 8 rising to 9 years) and all children of primary school age (aged 4 to 10, rising to 11) in areas that participated previously as pilot areas. The mode of vaccination remained primarily through school delivery models whilst younger children aged 2 and 3 years old were offered the vaccine in GP practices.

## 2018 to 2019

In 2018 to 2019, the national programme was extended to include children of Year 5 (aged 9 rising to 10 years). For most children, the LAIV vaccine was offered via school-based programmes (with additional mop-up clinics where required), the only exception being the Isles of Scilly who delivered the vaccines through GP practices. Children aged 2 and 3 years (but not 4 years or older on 1 September 2018) were still offered the vaccine through general practices. Vaccination continued to be offered to primary school-aged children in reception to Year 6 (aged 4 to 10 rising to 11 years) in those areas that previously participated in primary school pilots in England.

## 2019 to 2020

In 2019 to 2020, the national programme was extended to include children of Year 6 (aged 10 rising to 11 years) and thus included all children of primary school age for the first time and no additional age cohorts were added to the previous pilot areas. The mode of vaccination remained primarily through school delivery, with eligible children in the Isles of Scilly and all children aged 2 and 3 years offered the vaccine in GP practices.

## 2020 to 2021

In 2020 to 2021, the national programme was extended to include children of Year 7 (aged 11 rising to 12 years), with no pilot areas. The mode of vaccination remained primarily through school delivery, with eligible children in the Isles of Scilly and all children aged 2 and 3 years offered the vaccine in GP practices.

## 2021 to 2022

During the 2021 to 2022 season, the national programme was extended to include children of Year 11 (aged 15 rising to 16 years), with no pilot areas. The mode of vaccination remained primarily through school delivery, with eligible children in the Isles of Scilly and all children aged 2 and 3 years offered the vaccine in GP practices. The ImmForm web platform operated by UKHSA was the main tool for capturing vaccine uptake data at the school and local authority level. It was redeveloped to account for the additional cohort for the 2021 to 2022 season.

# About the UK Health Security Agency

The [UK Health Security Agency](#) is an executive agency, sponsored by the [Department of Health and Social Care](#).

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